

ANNOUNCEMENT FOR FOREIGN NATIONAL INTERNSHIP OPPORTUNITIES WITH THE U.S. MISSION IN RABAT

Announcement number: 04-23

Administrative Assistant

OFFICE/LOCATION: Facility Management

WORK HOURS: 20-40 hours per week (flexible days/hours)

STARTING DATE: a) Summer session: Start date June
b) Fall session: Start date September

DURATION: 12 - 20 weeks

CLOSING DATE: Until filled

OPEN TO: Moroccan or other Non-U.S. Citizen students, with a valid permanent residence permit for Morocco, who are **currently, enrolled at least half-time at a University, school, or institute in Morocco.**
Students must be **at least 18 years.**

The U.S. Embassy in Rabat is seeking eligible and qualified applicants for **an Administrative Assistant Intern** position within the **Facilities** section.

Overview:

The Foreign National Student Intern Program was developed in compliance with U.S. law and in conformance with local law and customs. The Foreign National Student Intern Program is designed for students who are non-U.S. citizens seeking internships with U.S. Missions abroad. The program benefits both posts and students by providing the foreign national students with valuable educational experience in U.S. Missions and by assisting posts in accomplishing their mission goals. The purpose of the Foreign National Student Intern Program is to offer students the challenge of working in a foreign affairs arena and at the same time profit by their assistance.

There are no benefits attached to this internship and no compensation, nor any future employment rights.

The final offer of internship and starting date will be contingent upon, but not limited to, the following: satisfactory review of your suitability, ability to obtain applicable Security and Medical clearances and certifications.

BASIC FUNCTION:

- Perform a variety of administrative support tasks related to the assigned program area.
- Conduct research projects and surveys; assist in compiling and analyzing data and perform routine technical support tasks.
- Prepare and or process routine reports, correspondence, and information
- Provide staff support to various Facilities administrative, management and technical staff as assigned.
- Performs other job-related duties and responsibilities as required

QUALIFICATIONS REQUIRED:

Education/Background: Current enrollment in upper division (junior or senior status) courses in college or university program; course work in business administration, construction management, civil engineering, or related fields.

Language Proficiency: Level IV in both spoken and written English, Arabic and French are required.

Skills and Abilities:

- The ability to operate a personal computer using Microsoft excel, Word, and other related software programs.
 - Ability to work independently, conduct research, prepare reports, and meet deadlines.
- The ability to communicate effectively orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

APPLICATION PROCEDURES:

Application language is English. Interested applicants should submit:

- A Statement of Interest describing the applicant's objectives and motivations in seeking internship with the US Mission. Blank form is attached with this announcement. (Please specify in the application the period of internship **Summer** or **Fall**)
- A copy of academic standing
- A written permission from educational institution
- Documentation of legal residency in Morocco

SUBMIT APPLICATION TO:

- a) By mail to: Human Resources Office
Attention: Foreign National Student Intern Program
Address: American Embassy, B.P. 120, Rabat, Morocco
- b) By e-mail : InternshipRabat@state.gov

Telephone: (212)537-63-78-02